

# Great Falls Community Job Fair

Tuesday, April 1, 2014 Montana ExpoPark Exhibition Hall 400 3<sup>rd</sup> Street NW Great Falls, MT

BOOTH SET UP 9:00 AM TO 11:45 AM EVENT HOURS: 12:00 PM – 6:00 PM

REGISTRATION FEE: \$40.00

- **MILITARY EARLY BIRD ENTRY: 12:00 -12:30 PM** registration of Montana Guard and Reserve members, military spouses, active duty military, and veterans followed by a 12:30 pm entry access to employers for this group only.
- **GENERAL PUBLIC ENTRY: 1:00 PM- 6:00 PM**

**As an employer you must be actively hiring within 3 to 4 months after the fair to register to attend.  
For planning purposes please RSVP by FRIDAY, MARCH 28, 2014**

A collaborative effort by: *Montana Employer Support of the Guard and Reserve, Great Falls Job Service, Great Falls JSEC, Montana Chamber of Commerce, Great Falls Chamber of Commerce, US Department of Labor Veterans' Employment and Training, US Department of Labor*

**Company Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Name/Title of Job Fair Attendees from Business or School:** \_\_\_\_\_

**Description of Organization:** \_\_\_\_\_

## Provided:

- 6 foot table and 2 chairs  
(interview chair, if requested)
- Two Box Lunches
- Wi-Fi
- Lounge seating area

## You Need:

- Recruitment Materials and Applications
- Table Covering
- Electrical cords
- Promotional items, educational displays

**Special Services Need:** \_\_\_\_ will bring our own table \_\_\_\_ add 1 chair \_\_\_\_ other \_\_\_\_\_

Please identify the display size and any other special needs to help in assigning booths (Such as height requirements, pairing up with another exhibitor, etc.) \_\_\_\_\_

**Booths/Exhibits:** Booth set-up begins at 10:00 am April 1, 2014. Booths must be completed by 11:45 am.

**Businesses must have their displays in place until the final closing time of the fair to allow all job seekers the opportunity to visit the complete fair.** It is the purpose of the fair and understood by the exhibitor, that only services and products that are pertinent to employment shall be displayed, demonstrated or explained. All exhibits must remain in the confines of their own space. Booths must be staffed during all hours of the event. Selling products over-the-counter on a carry-out basis is prohibited.

**RETURN REGISTRATION FORM AND PAYMENT (MADE PAYABLE TO JSEC) TO: GREAT FALLS JOB SERVICE, COMMUNITY JOB FAIR, 1018 7<sup>TH</sup> ST S, GREAT FALLS, MT 50405 OR REGISTER ON LINE AT:**

[WWW.GREATFALLSJOB.SMT.GOV](http://WWW.GREATFALLSJOB.SMT.GOV)



"The appearance of corporate logos does not constitute endorsement by Employer Support of the Guard and Reserve (ESGR), the Department of Defense, or other State and Federal agencies sponsoring this job fair."